

# Student Handbook

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## Article VI: Record Retention

Saint Mary's College of California

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**ARTICLE VI: RECORD RETENTION**

Discipline records are maintained by the Dean of Students, or designee, and are kept for seven (7) years after the resolution of the incident. After seven years, student discipline records are purged except for circumstances that resulted in a student's separation from the College. In these cases, the College permanently maintains the records of those students who are expelled, suspended or separated from the College. Students are responsible for updating directory information, including address, with the Office of the Registrar.